

# SUBDIVISION

## What is subdivision?

A subdivision is needed any time a new property line is added. This occurs when:

- ◆ lot(s) are divided into two or more lots;
- ◆ property line(s) are shifted; or
- ◆ properties were consolidated and the previous line is to be reestablished.

## Process

The State Annotated Code and the City Charter authorize the Planning Commission to approve subdivisions. Legally, subdivisions may not be recorded in the Land Records Office unless the Planning Commission has approved the subdivision plat and the accompanying development plan. The drawings that are recorded are stamped by both the Planning Commission and the Department of Public Works.

The formal submission of subdivision includes:

- ◆ 3 mylars of a subdivisions plat, signed by the owner, and signed and sealed by the surveyor;
- ◆ 36 prints of the subdivision plat;
- ◆ 36 prints of the development plan; and
- ◆ the processing fee.

A subdivisions plat is the metes and bounds plat for the lots and may include appropriate easements. A development plan is a plan showing existing conditions and proposes conditions for the site plan, grading and utilities.

To begin the subdivision process, contact the Planning Department. It is suggested that prior to making a formal submittal, you meet with the Planning Department staff to insure all appropriate information is on the drawings. The Planning Department will circulate your proposal to various City agencies including, but not limited, to the Department of Public Works, Fire Department, Department of Housing and Community Development (Plans Examining and Zoning), and Planning staff. They will also inform you if other review processes are necessary such as Site Plan Review Committee, Board of Municipal and Zoning Appeals, City Council land use approval, environmental approvals and/or Design Advisory Panel approval.

The Planning Commission reviews and approves subdivisions at a public hearing. You will be expected to present your proposal to appropriate community associations prior to the staff scheduling your proposal for that public hearing. Planning staff will provide you with a list of those associations.

After the hearing, and after the surveyor has addressed all of the necessary agency comments and amended the drawings, the Planning Department will provide the applicant with an approval letter, stamped mylars and prints. The applicant or the applicant's surveyor is responsible for recording the plat and notifying the Planning Department of the liber and folio number.